

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs

SUBUNIT: Library

DEPARTMENT: Circulation Department

TIME PERIOD: October, 2012

RESPONSIBLE PERSON: Cedric Hicks

TITLE: Head Circulation Librarian

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – Technical Services Department						
NO.	UNIT OBJECTIVES/ ACTIVITIES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
	A. To provide new enhancements to facilitate ease of use, efficient access to circulating materials with the satisfaction rate of 90%.	<p>1. Conduct circulation transactions for patrons</p> <p>2. Send overdue and fine notices to patrons on a daily base</p> <p>3. Maintain the library missing/lost procedures</p> <p>4. Maintain library material on main stacks</p> <p>5. Provide circulation service for Montgomery Higher Education Consortium</p> <p>6. Provide circulation services for Montgomery community (Guests, Lamp students, etc.)</p>	<p>Internal assessment will consist of monthly batch and statistical reports.</p> <p>External assessment will be conducted as part of a general library survey.</p>	100% of bibliographic control performed to enhance information retrieval.	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>This month there were 616 circulation transactions for books 0 AV materials circulated this month; there were 322 transactions for reserves Circulating PCs 42 AV media equipment 73 Rooms 94 E-Reserves- there is no data available this month. There were no overdue notices sent out to patrons, there were 0 fine and fee notices sent out to patrons. Zero missing records were received, 0 of items were found, 0 were sent to Collection Dept.</p> <p>There were 4 consortium stickers requested this month.</p> <p>We are currently labeling all of the ranges according to which call numbers are contained in each range. In addition we are also adding numbers to ranges that are separated by columns. This will make the ranges more identifiable.</p>

October 2012 Circulation Transactions						
	Book/AV	PC	Headphone	Course Reserves	Room	
UND		477	37	66	317	90
GRAD		56		2	4	
ILL		49				
FAC		9	1			3
STAFF		24	4	5	1	1
Consutium		1				
Total		616	42	73	322	94